

**BOARD OF ISLAND COUNTY COMMISSIONERS MINUTES OF MEETING 187
OCTOBER 16, 2013 – WORK SESSIONS**

Public Works **Summary Minutes**

Work Session was held between the County Commissioners and Public Works on Wednesday, October 16, 2013, at 9:00 a.m., in the Island County Administration Building, Room 116, Coupeville, WA. Present were:

[illegible]

Staff Present: Bill Oakes, Director, Phil Cohen

Others Present: Elaine Marlow, Budget Director

Record @ 00:10

Add-on

Subject/Description: Waldon Loop HPA update (cont. from 10/2/13)

Attachment: none

Information: Bill Oakes reported that Washington State Department of Fish & Wildlife has withdrawn their rescinding of the Waldon Loop Hydraulic Project Approval. Phil Cohen noted that the permit expires October 30, 2013. The contractor is not able to begin the work until mid-November. Public Works has asked Fish & Wildlife for an extension, if not granted the work will have to be done next year.

Roads

Subject/Description: 2014 Annual Construction Program (ACP) Adoption

Attachment: Memorandum, Draft Resolution, Draft ACP, and 2014 Proposed Equipment Purchases by ER&R

Action Requested: Approval of 2014 Annual Construction Program.

Follow up: Okay with full Board to move resolution forward to Monday's consent agenda.

Public Works

Subject/Description: Parks - Dave Mackie Park Lighting Capital Improvement Project

Attachment: Memorandum & Cost Estimate

Action Requested: Approval of replacement cost for two new LED light fixtures and posts at Dave Mackie Park; Amount: \$1950.00.

Follow up: Okay with full Board.

Subject/Description: Parks - Four Springs Deck Railing Capital Improvement Project

Attachment: Memorandum & Replacement Estimate

Action Requested: Approval of replacement of deck railing that encloses the upper deck of the Four Springs house due to age and decay; Amount: \$2789.10

Follow up: Okay with full Board.

Subject/Description: Parks - Four Springs Sidewalk and Stairs Capital Improvement

**BOARD OF ISLAND COUNTY COMMISSIONERS MINUTES OF MEETING 188
OCTOBER 16, 2013 – WORK SESSIONS**

Project

Attachment: Memorandum & Replacement Estimate

Action Requested: Approval of replacement of stairs and sidewalk that lead to the entrance of the Four Springs House; Amount: 1846.76

Follow up: Okay with full Board.

Subject/Description: Parks - Four Springs Rental Rate Increases

Attachment: Memorandum w/Current & Proposed Fees

Action Requested: Approval of proposed fee increase:

	Current Proposed	
Full Property daily rental (June-September)	\$1050	\$1250
Full Property hourly	\$ 172	\$205
House & Meadow room hourly	\$148	\$160

Follow up: Okay with full Board.

Subject/Description: Washington Wildlife and Recreation Program (WWRP)

Project Agreement 12-1559-A

Attachment: Memorandum, WWRP Project Agreement 12-1559A, Terms & of Project Agreement, Legal Description, Eligible Scope Activities, and Milestone Report by Project

Action Requested: Approval of Washington Wildlife and Recreation Program (WWRP) Project Agreement 12-1559A; grant will be used to acquire additional acreage adjoining Trillium Community Forest for parking and trails; Amount: \$718,000.00.

Follow up: A majority of the Board was in favor of acquiring Parcels B, C & D and not Parcels E, F & G. Bill will inform WWRP of the Board's decision.

Subject/Description: Island County and Whidbey Camano Land Trust Implementation & Cooperative Agreement for Local Parks RCO Grant 12-1559A

Attachment: Memorandum, Implementation & Cooperative Agreement, Exhibits A, B, C, D & E

Action Requested: Approval of Agreement between Island County and Whidbey Camano Land Trust specifying the cooperative administration and use of RCO Grant 12-1559A of \$718,000.00 to acquire additional acreage adjoining Trillium Community Forest for parking and trails.

Follow up: A majority of the Board was in favor of acquiring Parcels B, C & D and not Parcels E, F & G. Bill will inform WCLT of the Board's decision.

Surface Water

Subject/Description: Initiation of County Drainage Project (CDP) – Engle Road Trunk Drain Connector Catch Basin, JL 00561-0001

Attachment: Memorandum & Draft CDP Resolution

Action Requested: Approval of County Drainage Project No. 00561-0001, Engle Road Trunk Drain Connector Catch Basin. The project, funded by CWU, will install a new catch basin with a sluice gate flow control device for regulating flow into the Ebey Prairie trunk drain.

Follow up: Okay with full Board to move forward to a Monday agenda.

**BOARD OF ISLAND COUNTY COMMISSIONERS MINUTES OF MEETING 189
OCTOBER 16, 2013 – WORK SESSIONS**

Human Resources

Work Session was held between the County Commissioners and Human Resources on Wednesday, October 16, 2013 at 9:35 a.m., in the Island County Annex Building, Commissioners' Hearing Room, B-102, Coupeville, WA. Present were:

County Commissioners: Jill Johnson, Chair **Staff: Pam Dill**
Kelly Emerson, Member - via videoconference
Helen Price Johnson, Member

Staff Present: Melanie Bacon, Human Resource Director

Others Present: Elaine Marlow, Budget Director, LaRae Brown, Keith Higman

Record @ 28:10

Subject/Description: Job Requisitions

Attachment: yes

Action Requested:

Sheriff

- Deputized Officer, Replacement, Guild 10, #085/13
Commissioner Price Johnson moved to approve Job Requisition #085/13. The motion was seconded by Commissioner Emerson and carried unanimously.

Public Health

- EHS 11, Replacement, C-11 #084/13
Commissioner Price Johnson moved to approve Job Requisition #084/13. The motion was seconded by Commissioner Johnson and carried with a vote of 2-1. Commissioner Emerson opposed.

Commissioners

- Temporary fill in 8 hours on Fridays beginning 10/25/13 to 12/20/13, NR -10, #083/13
Commissioner Price Johnson moved to approve Job Requisition #084/13. The motion was seconded by Commissioner Emerson and carried unanimously.

Subject/Description: Bi-weekly pay period

Attachment: none

Information: Effective December 1, 2013 the County will begin processing bi-weekly pay periods.

Follow up: Okay with full Board to move resolution forward to a Monday agenda.

Subject/Description: Policy Manual Review (cont from 9/4/13)

Attachment: none

Discussion: The Board continued their review of the Policy Manual, Sections 201.073 - 201.74.

Follow up: Continue to a future work session.

**BOARD OF ISLAND COUNTY COMMISSIONERS MINUTES OF MEETING 190
OCTOBER 16, 2013 – WORK SESSIONS**

Planning & Community Development Summary Minutes

Work Session was held between the County Commissioners and the Planning Department on Wednesday, October 16, 2013 at 10:30 a.m., in the Island County Annex Building, Commissioners' Hearing Room, B-102, Coupeville, WA. Present were:

County Commissioners:

Jill Johnson, Chair	Staff: Pam Dill
Kelly Emerson, Member - via videoconference	
Helen Price Johnson, Member	

Staff Present: David Wechner, Director, Paula Bradshaw, Will Simpson

Others Present: Elaine Marlow, Budget Director

Record @ 01:23:30

Subject/Description: Planning Update

Attachment: Yes – update memo and current revenue statistics

Discussion: David Wechner provided an update on development review/code enforcement, long range planning, building and strategic planning/office management.

Subject/Description: Discussion of Possible Marijuana Moratorium

Attachment: draft moratorium

Action Requested: Approval of ordinance adopting a six month moratorium within Island County, on the establishment, siting, location, permitting, licensing or operation of marijuana related businesses to be authorized under Washington State Initiative No. 502 providing for severability; and establishing an effective date.

Follow up: Okay with full Board to place ordinance for six month moratorium on the Board's October 21, 2013 agenda for Public Hearing on November 4, 2013 at 10:15 a.m.

Subject/Description: Noise disclosure

Attachment: Ordinance C-32-92, Chapter 9.44, Airport Environs, Airport and Aircraft Operations Noise Disclosure

Discussion: David Wechner provided documents for the Board to review for discussion at a future work session.

Monthly Financial Reports From Auditor & Treasurer Summary Minutes

Work Session was held between the County Commissioners and the Auditor/Treasurer on Wednesday, October 16, 2013, at 1:00 p.m., in the Island County Annex Building, Commissioners' Hearing Room, B-102, Coupeville, WA. Present were:

County Commissioners: Jill Johnson, Chair Staff: Pam Dill
Kelly Emerson, Member – via videoconference
Helen Price Johnson, Member

Present: LaRae Brown, Sheilah Crider, Wanda Grone

**BOARD OF ISLAND COUNTY COMMISSIONERS MINUTES OF MEETING 192
OCTOBER 16, 2013 – WORK SESSIONS**

Add-On

Subject/Description: Early Family Support Services

Attachment: none

Information: Keith briefed the Board on changes to the program which will result in a 3 month lapse of services to families.

Subject/Description: Water Conservancy Board

Attachment:

Discussion: The Water Conservancy Board evaluates water right change applications. There has been no action by the Board in five years.

Follow up: Direct the WRAC to look into the benefits and consequences of disbanding the Water Conservancy Board.

Commissioners Agenda
Summary Minutes

The County Commissioners met during Work Session on Wednesday, October 16, 2013 at 1:45 p.m., in the Island County Annex Building, Commissioners' Hearing Room, B-102, Coupeville, WA.

Present were:

County Commissioners:	Jill Johnson, Chair	Staff: Pam Dill
	Kelly Emerson, Member – via videoconference	
	Helen Price Johnson, Member	

Others Present: Elaine Marlow, Budget Director

Record 2:48:23

Subject/Description: I-COM Ordinance requested to revise ICC 3.30A to conform to new law RCW 82.14B.030

Attachments: Yes

Action Requested: Commissioner Emerson explained that in order for Island County to collect Enhanced 911 taxes on prepaid cell phones that are sold in retail establishments, an ordinance and revision to ICC 3.30A is required prior to January 2014.

Follow up: Okay with full Board for the Budget Director to work with legal on the revision to the code.

Subject/Description: Technology committee

Attachment: none

Information: Commissioner Johnson will fill in for Commissioner Price Johnson at the Technology meeting on Friday, October 18, 2013.

BOARD OF ISLAND COUNTY COMMISSIONERS MINUTES OF MEETING 193

Budget Director/GSA/IT

Work Session was held between the County Commissioners and the Budget Director on Wednesday, October 16, 2013, at 1:50 p.m., in the Island County Annex Building, Commissioners' Hearing Room, B-102, Coupeville, WA. Present were:

County Commissioners: Jill Johnson, Chair **Staff:** Pam Dill
Kelly Emerson, Member -via videoconference
Helen Price Johnson, Member

Staff Present: Elaine Marlow, Budget Director, Kelly Mauck

Record @ 2:53:02

Subject/Description: Proposed hire dates for New Positions in 2014 Budget (including suggested “early hires” which would start in November and December of 2013)

Attachments: 2014 Budget/Supplemental Budget Requests

Action Requested: Authorize Human Resources to prepare Job Requisitions for BOCC approval based on suggested new hire dates.

Follow-up: Okay with full Board for HR to prepare Job Requisitions for action on November 6, 2013.

Subject/Description: Update on Conservation Futures – 2012 & 2013 Cycles

Attachments: yes

Information:

2012 Cycle – Noble Creek, City of Langley

- Working with City of Langley on appraisal and to determine whether it is a conservation or open space easement.

2013 Cycle – Ebey’s Reserve Farmland – 3 Sisters Family Farm (only application received)

- WCLT project \$69,000 (\$60,000 for conservation easement & \$9,000 for transaction costs) Waiting for report by Planning and Community Development.

Subject/Description: Mail Machine Replacement

Attachments: yes

Action Requested: Approval to move forward with Purchase Orders with FP Center Mail Max for Mail Machine replacement and folder/inserter replacement.

Follow-up: Okay with full Board to move Purchase Orders forward to a Monday meeting.

**BOARD OF ISLAND COUNTY COMMISSIONERS MINUTES OF MEETING 194
OCTOBER 16, 2013 – WORK SESSIONS**

BOARD OF COUNTY COMMISSIONERS
ISLAND COUNTY, WASHINGTON

Jill Johnson, Chair

Kelly Emerson, Member

Helen Price Johnson, Member

ATTEST:

Elaine Marlow, Clerk of the Board